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April 1966

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# **SUPPORT BULLETIN**

FOR INFORMATION OF HEADQUARTERS  
AND FIELD PERSONNEL

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

### **PURPOSE**

The Support Bulletin, published periodically, is designed to keep headquarters and field personnel informed on administrative, personnel, and support matters. The Support Bulletin is not directive in nature but rather attempts to present items which, in general, are of interest to all personnel and, in particular, of interest to those employees occupying various support positions. Suggestions and constructive criticism from both headquarters and field personnel are encouraged.

NOTE: — This bulletin is *for information only*. It does not constitute authority for action and is in no way a substitute for regulatory material.

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## LANGUAGE TRAINING GOES LONG RANGE

When a new foreign language policy was approved on 1 February 1966, language training took a giant step forward. The main thrust of the new policy is that planned language training is and must be a part of career planning.

Last fall an intensive review of the Organization's foreign language program was undertaken. A small Working Group was asked to examine the status of existing and projected language requirements in the Organization; to review the existing system for maintaining the Organization's language inventory and the testing of skills recorded there; and finally to recommend changes in the policy base of the Organization's language development program to meet future needs.

Previous policy stated that "the purpose of the Language Development Program is to develop skills in foreign languages required to discharge the mission and functions of the Organization." To translate this broad objective into meaningful actions, more specific goals had to be identified. Three were specified: the first attempts to relate personnel assignments to language requirements; the second, to provide a minimum language goal for professional employees in foreign service career fields; and the third, to improve the Organization's language posture at overseas posts.

The new language policy is the first serious attempt to correlate throughout the Organization our language needs, our language capabilities, and our language training requirements.

It was concluded that if substantial progress is to be made in improving the Organization's language competence, its two most prominent defects in policy must be dealt with. They were, first, the obvious lack of specificity which blurred the intent of policies and sidestepped the detailed guidelines so

necessary for their effective administration and, second, the failure to provide adequately for centralized monitoring and staff supervision of the Organization's conduct of its language program.

## LANGUAGE REQUIREMENTS

Realistic language requirements are the foundation of any meaningful foreign language program. They are the starting point in the development of hiring policies, training program, assignment practices, and other measures necessary to satisfy an organization's language needs. Accordingly, the first recommendation of the Working Group was that each major component prepare by 1 July 1966 a current statement of its foreign language requirements. This statement will show the positions, or proportion of positions, in each component which require language competence. It will also indicate the specific languages and proficiency levels needed. These statements of requirements for language competence in place will provide useful background for assignment consideration and the basis for developing language training requirements. These statements will be updated annually.

## LANGUAGE TESTING

A meaningful statement of the Organization's future language requirements, however, must be based in part on a statement of our current posture. Such a statement is not possible at present because approximately two-thirds of the language skills recorded in the Organization's Foreign Language Inventory have never been tested and at least two-thirds of the proficiency records—self appraised as well as tested—were filed before 1962. Accordingly, a vigorous overhaul of the Organization's testing program and Foreign Language Inventory is being undertaken.

The new program requires testing of new staff employees within two weeks after their entrance-on-duty. Similarly, staff employees

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returning to headquarters from the field who have untested language proficiencies will be tested as part of their in-processing. Finally, all other staff employees serving in the headquarters area who claim language proficiencies that have not yet been tested will be required to complete such tests by 31 December 1966. Thereafter, staff employees with proficiencies below the native level will be retested at scheduled intervals of approximately every three years.

### LEVELS OF LANGUAGE PROFICIENCY

Every professional employee will be expected to possess at the time he arrives at his overseas post, or to acquire within six months, at least a "courtesy" level of proficiency in the official language of his post or in a commonly used alternate language. In addition, non-professional employees and wives of employees serving abroad will be encouraged to acquire "courtesy" levels of proficiency at Organization expense.

By 31 December 1970, professional employees serving in career fields requiring language competence, unless individually exempted, will be expected to possess a "fully useful" proficiency (this means a level of intermediate or higher) in at least one foreign language.

After 31 December 1970 personnel assigned to positions for which specified language requirements have been established or to organizational elements in which a proportion of positions have been designated as language essential will be expected to possess the requisite language competence for such assignments, unless individually exempted.

### LANGUAGE PROFICIENCY OF CAREER TRAINEES

In the belief that the Organization's primary effort to improve its language competence should be directed at its junior officers, a special language policy for career trainees

has been approved. Every career trainee whose planned assignment is to a career field requiring periodic duty abroad will be expected to possess at least an elementary proficiency in one foreign language before being transferred to his Career Service and at least an intermediate proficiency in a foreign language before completing his third year of service in the Organization.

### SUPERVISION OF THE LANGUAGE PROGRAM

Earlier Organization policies failed to provide adequate centralized monitoring and staff supervision for the Organization language program. Without these, separate elements of the language program could not be properly interrelated, and overall planning was difficult if not impossible. The final recommendation of the report, accordingly, was that the Director of Training be charged with the implementation of the new Language Program. Major components will be asked to supply him annual forecasts of language training requirements. Coordination of the new program from this centralized point has been initiated.

### WHAT THE NEW FOREIGN LANGUAGE PROGRAM MEANS TO THE ORGANIZATION

The goals of the new program are modest. They are no more than those required to accomplish our mission in an increasingly sophisticated world. Some increase in our language training facilities will be required. As yet, we don't know how much. New teaching methods may also be necessary. The attainment of a "courtesy" level proficiency might well be attained, for example, by programmed material. Most important, perhaps, the new program will ensure long range, foreign language planning within the Organization which will enable us to keep in step with other departments and agencies of the U.S. Government.

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# *A look at LEGISLATION*



The first session of the 89th Congress proved to be a very productive one for Government employees as the following list of approved bills shows.

Heading the list were bills providing for pay raises and annuity increases. But there were other significant benefits enacted, including fringe benefits, such as severance pay and larger uniform allowances.

**CLAIMS.** Public Law 89-185, approved September 15, amends titles 10 and 14, U.S. Code, and the Military Personnel and Civilian Employees' Claims Act of 1964, with respect to the settlement of claims against the United States by members of the uniformed services and civilian officers and employees of the United States for damages to, or loss of, personal property incident to their service and for other purposes. This act increases the present limitation on the settlement of claims for personal property losses incident to the service of personnel of the military departments and the Coast Guard from \$6,500 to \$10,000, and on the settlement of claims up to \$6,500 of the personnel of other agencies, under uniform policies prescribed by the President.

**HEALTH BENEFITS.** Public Law 89-45, approved June 22, amends the Retired Federal Employees Health Benefits Act with respect to Government contribution for expenses incurred in the administration of the act. Public Law 89-45 removes the 2 percent limitation on administrative expenses, thus permitting the Appropriations Commit-

tee to authorize such expenses as may be justified by the Civil Service Commission each year.

**RETIREMENT.** Public Law 89-17, approved May 1, clarifies the application of certain annuity increase legislation. This act clarifies beyond any doubt the designation of those persons who are entitled to receive an increase in annuities payable out of the civil service retirement and disability fund as a result of legislation enacted by Congress in 1958 and 1962.

Public Law 89-205, approved September 17, 1965, provides certain increases in annuities payable from the civil service retirement and disability fund. This act increases annuities which commenced on or before October 1, 1956, but not later than December 1, 1965, by 6.1 percent. The act also increases the annuities of widows and widowers of former employees who died before the survivorship amendments of 1948 by the lesser of 15 percent or \$10 a month. It provides for future cost-of-living increases, effective the first day of the third month after the price index shows a level for three consecutive months of at least 3 percent above the index for July 1965, or the index for the month used for determining the most recent cost-of-living increase.

Public Law 89, approved October, 1965, amends section 18 of the Civil Service Retirement Act, as amended. The new act extends the annuity increase provisions of Public Law 89-205, above, to retiring employees whose annuities commence after December 1 and not later than December 31, 1965.

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**VETERANS' PREFERENCE.** Public Law 89, approved October, 1965, amends title 38 of the U.S. Code to provide increases in the rates of disability compensation payable to veterans. Section 5 of the act extends the benefits of the Veterans' Preference Act of 1944 to persons who are injured while en route to or from induction into active military service in the Armed Forces of the United States.

**PAY.** Public Law 89, approved October, 1965, Federal Employees Salary Act of 1965, provides a 3.6 percent increase in rates of the statutory schedules for the Classification Act, the postal field service, the Foreign Service and the Department of Medicine and Surgery in the Veterans Administration, effective the beginning of the first pay period after October 1, 1965. Similar increases are also provided for employees of the Agricultural Stabilization and Conservation County Committees, for assistant U.S. attorneys, and for certain employees in the legislative and judicial branches.

**ALLOWANCES.** Public Law 89, approved October, 1965, Federal Employees Salary Act of 1965, section 13 increases from \$100 to \$125 the maximum amount available for reimbursement to Federal employees who must purchase uniforms. Section 6 of the act authorizes the payment of a relocation allowance to employees in the postal field service when they are transferred or relocated from one official station to another.

\* \* \*

Following is the status of major personnel legislation on which some action was taken by the first session, 89th Congress:

**EMPLOYEES' COMPENSATION.** H.R. 10721 amends the Federal Employees Compensation Act to improve its benefits and for other purposes. This bill increases the maximum monthly compensation from \$525 to \$685 a month, and the minimum from \$180 to \$210. The bill authorizes increases for present beneficiaries and also authorizes con-

tinuation of benefits for educational purposes to unmarried children after the age of 18 up to 23. — Hearings completed; pending before House Committee on Education and Labor.

**HAZARDOUS PAY.** H.R. 1535 amends the Classification Act of 1949 to authorize the establishment of hazardous duty pay in certain cases. This bill authorizes the Civil Service Commission to establish a schedule of pay differentials for employees under the Classification Act who perform irregular or intermittent duties involving unusual physical hardship or hazard not involved in the usual duties or classification of their positions. — Passed House; pending before Civil Service Subcommittee, Senate Post Office and Civil Service Committee.

**HOURS OF WORK.** S. 1495 permits variation of the 40-hour workweek of Federal employees for educational purposes. This bill provides discretionary authority for the head of any agency to establish special tours of duty so that an employee may attend schools at his own expense in order to improve educational and professional qualifications for employment. — Passed Senate; pending before House Post Office and Civil Service Committee.

**LIFE INSURANCE.** H.R. 432 amends the Federal Employees Group Life Insurance Act of 1954 and the Civil Service Retirement Act with regard to filing a designation of beneficiary. The purpose of this bill is to assure there would be no uncertainty as to the beneficiary, irrespective of the existence of conflicting designations in a will. — Passed House; pending before Senate Post Office and Civil Service Committee.

H.R. 6926 provides for strengthening the financial condition of the employees' life insurance fund created by the Federal Employees Group Life Insurance Act of 1954 and making certain adjustments in amounts of group life and group accidental death and dismemberment insurance under such act and for other purposes. This bill provides for additional Government contributions to

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strengthen the financial condition of the fund and increases from \$20,000 to \$30,000 the maximum amount of insurance which an officer or employee may carry under the act. — Passed House; pending before Senate Post Office and Civil Service Committee.

**MOVING EXPENSES.** H.R. 10607 amends the Administrative Expenses Act of 1946, as amended, to provide for reimbursement of certain moving expenses of employees, and to authorize payment of expenses for storage of household goods and personal effects of employees assigned to isolated duty stations within the continental United States. This bill covers four major types of employee moving expenses: (1) the statutory weight limit on household goods for which the Government would pay shipping expenses would be raised from 7,000 to 11,000 pounds; (2) the expenses of the immediate family while en route to the new official station would be paid and in some circumstances a house-hunting trip and temporary quarters would be provided; (3) reimbursement for certain costs of real estate transactions would be provided by regulations established by the President; and (4) employees would receive a flat allowance to cover miscellaneous expenses of their move not otherwise provided for. — Reported to House; pending floor action.

**POLITICAL ACTIVITY — HATCH ACT.** S. 1474 creates a bipartisan commission to study Federal laws limiting political activity by officers and employees of the Government. — Passed Senate; pending before House Committee on House Administration.

**RETIREMENT.** H.R. 158 amends the Civil Service Retirement Act to permit the recovery by the Government of amounts due the Government in the settlement of claims under such act. This bill provides specific authority for the Government to set off annuity payments, or refunds, payable to former employees from the civil service retirement fund in order to liquidate debts owed the Government by such former employees of the U.S. Government or the municipal government of the Dis-

trict of Columbia. — Passed House; pending before Retirement Subcommittee, Senate Post Office and Civil Service Committee.

**TRAVEL.** H.R. 9020 amends section 7 of the Administrative Expenses Act of 1946, as amended, to provide for the payment of travel cost for applicants invited by a department to visit it for purposes connected with employment. This bill authorizes agencies to use their appropriated funds to pay travel and expenses for purposes connected with future employment for persons found tentatively qualified to serve in positions in the competitive service for which there is determined by the Civil Service Commission to be a manpower shortage. — Reported to House; pending House action.

### FEGLI ADDS DOUBLE INDEMNITY

Under a recent amendment to the contract for the Federal Employees Group Life Insurance Program, double indemnity or dismemberment benefits are now payable if a Federal civilian employee covered by the program is killed or dismembered as a result of a non-nuclear war, the Civil Service Commission reported on January 14.

Regular death benefits under the life insurance program have always been payable upon death from any cause including a death resulting from an act of war. Double indemnity benefits for death by accidental means and dismemberment benefits, however, were not payable if the death was caused directly or indirectly by insurrection, war, or act of war.

It is not anticipated that the modification will result in any appreciable increase in liability to the life insurance fund, but it is a significant improvement in insurance protection for Federal employees.

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## COMPUTERS USED TO ASSIST IN PRINTING OPERATIONS

The development of a completely new and highly automated system of typesetting for the printing of the Organization's publications is nearing completion and is expected to be fully operational in late 1966. The system is a result of a two-year joint effort of the Printing Division and other components concerned and involves the use of computers and electronic phototypesetting equipment.

Initially the Organization's largest basic reference publication will be converted to the new system and, after a shakedown period, other Organization publications which are now being or should be set in type will be converted. Thus, it is expected that ultimately many of those publications being prepared by typewriter on paper mats will also be converted to this system for faster and more efficient printing. With this highly automated system of type composition, typesetting will be competitive in cost with typewriter composition and in addition will have the advantage of (1) greater readability through the use of a variety of "printer's type" and formats, (2) more words per page with increased legibility and thus, (3) reduced press and bindery time and paper costs.

The conventional method of typesetting involves many separate steps, all requiring the services of skilled journeymen printers. First, the type is manually set on Linotype or Monotype machines, proved, proofread, corrected, proofread again, made up into pages, checked again, and either locked up in chases for letterpress printing or proved for offset printing. The computerized phototypesetting system changes all this. Many of these traditional composing tasks will be simplified and others will be eliminated with the result that both cost and throughput time will be reduced. Consequently, new procedures are required and are now being tested, and a re-

training program is underway for the personnel who will do this work.

The three basic concepts of the computerized typesetting system are:

(1) *Manuscript preparation and editing at the source by the use of special tape-producing typewriters with editing controls.* These will be used to type the manuscript and will save time in the correction and retyping of drafts. They will produce as a by-product of this typing a correct tape of the final draft. The use of this tape for typesetting will, to a large extent, eliminate the rekeyboarding and reproofreading of the text by the printer. There will, of course, be some situations where the use of this equipment is not feasible. In these cases the printers will continue to keyboard the text, using a simplified system which, with the assistance of the computer, is an estimated 30 percent faster than at present.

(2) *Computer-assisted typesetting and composing of pages.* The tapes mentioned above will be run through the computer to produce tapes which will run the phototypesetting machine. The computer will be programmed not only to make typesetting decisions but also to precalculate the precise position on the page of each element of text down to the individual characters and to provide a simulated proof to correct any errors before the page is actually committed to type or "cast." The printer's tasks of deciding where to end each line of text, justification (spacing text to maintain even right-hand margins), positioning and spacing of columns, headings, extracts, footnotes, and illustrations are all essentially arithmetic problems which the computer, with proper programming and format instructions, obligingly solves with great ease, unerring accuracy, and with unbelievable speeds. Errors in content or format are corrected by preparing a short tape which is used to "instruct" the computer as to the page, line, and word and the corrective action to be

taken. The final output of the computer is the paper tape which is used to operate the phototypesetter.

(3) *The use of a tape-driven, automatic phototypesetting device (Photon) to produce fully composed pages on film.* This machine will set the type now set on the slower Linotype machine which casts lead slugs, one line at a time and is subject to mechanical errors. The product of the Photon is complete pages of type on film. This film is used in making the offset printing plates.

Phototypesetting is, of course, not new. Until recently, however, its use has been quite limited, primarily because the cumbersome techniques used in the correction of errors (i.e., slicing and splicing of the film) which made it less efficient than Linotype for the printing of text. Computers with their high-speed printout now enable the printers to correct all the errors and incorporate last minute author's alterations in the control tape before committing the text to film and thus the need for "surgery" is eliminated. As a result the use of phototypesetting systems is now increasing rapidly.

Computerized typesetting and especially phototypesetting systems are rapidly gaining in use. However, very few such systems are now attempting to produce a fully composed page on film. The Organization's system is one of the first to do this and, since there were few if any such systems to pattern after, our system was developed entirely by the "in-house" talents of various components. In many respects this team has, in a real sense, pushed the state of the art.

Much in the way of savings in space, personnel, and equipment is expected from the computerized phototypesetting program. This novel use of the computer to improve and simplify a complex and time-consuming operation is another example of the exploration of the potential of these wonderful labor-saving devices in the never-ending quest for better ways of doing the job.

## NEW ORGANIZATION PRINTING PLANT

This year the General Services Administration signed a contract for the construction of a building at headquarters to house the Organization's printing facilities. This building will have two stories; it will accommodate the main printing operations on the first floor and the complete photographic laboratories on the ground floor. The contract calls for completion in 365 days, and work is expected to start soon.

The Organization's printing and photographic facilities now located in several widely separated buildings will be consolidated in this new building. The building, designed by a leading firm of graphic arts engineers and a well-known architectural firm, will represent the latest in modern plant layout. Workflow, air conditioning, humidity control, materials handling, and employee comfort have all been carefully engineered into this new, modern plant. Nothing has been left undone to assure the best possible production facility. The plant will have a central chemical mixing and piping system which will eliminate the problem of local mixing of photographic chemicals. Centrally mixed chemicals will be pumped to the various laboratories using them. A modern motion picture laboratory with soundproof recording facilities is another feature of the photographic layout. Machinery and equipment throughout the plant will be the latest and most modern available.

The new printing plant will eliminate many problems associated with the present method of operation. Since the present plants are located considerable distances from the Headquarters Building, printed material must be transported, resulting in loss of time, certain security problems, and some duplication of equipment and supervision. In addition to vastly improved service and security, the consolidation of the printing facilities in the new building will result in substantial savings to the Government.

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### REPORTING EVIDENCE OF HOSTILE PENETRATION

Personnel of the Organization should immediately report any evidence or indication of forced penetration of Organization facilities or safekeeping equipment to their Security Officer. After making the initial report, the individual shall refrain from touching or disturbing the equipment, documents, building features, or tools involved and shall see that the room or area is secured or guarded so that no available evidence will be disturbed until it has been examined.

### VERSATILE SECURITY CONTAINER

Recently three configurations of a new un-insulated security container, technically a Class 5 container, were approved for procurement and shipment to overseas installations. Two of these are the usual 2-drawer and 4-drawer variety safe file cabinets weighing 552 pounds and 920 pounds, respectively. The third type of container, called a Map and Plan cabinet, is a noncompartmented empty container weighing 890 pounds and is equipped with a single door. The outside dimensions are 50¼" high, 22" wide, and 39" deep.

The latter container is extremely versatile and may be used as is for the storage of bulky classified material or may be equipped with a variety of interiors ranging from the normal four filing drawers to a combination of such drawers and card trays to accommodate the normal three by five index card or the standard punch card. A special rack for maps and

plans is also available. All of the interior components are readily removable. This particular cabinet is intended as a replacement for the old 5- and 8-drawer Remington Rand card file cabinets and unapproved map cabinets.

These new containers also offer increased protection against surreptitious and forced entry. Since these items contain no insulation, they have no fire protection rating.

### A REMINDER

Employees are reminded that the unauthorized removal of classified information from Organization buildings is prohibited. They should also be alert to avoid the accidental removal of classified information from Organization buildings.

### IT DOESN'T NEED WASHING

There have been instances where classified information has been sent to the laundry or cleaners in shirts and suits. Before leaving the office, make it a practice to check your pockets for routing slips, notes, etc., which may contain classified information.

### SPECIAL FEATURE

#### THE NEW IMMIGRATION LAW

The Immigration and Nationality Act was amended during the first session of the 89th Congress, and the amendments went into effect on 1 December 1965.

These amendments may have an effect on employees of the Organization who have alien

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relatives because of the liberalizing of the quota system and the preferences set up therein. It may also have an effect on Organization employees because of a new definition of "immediate relatives," which now includes parents of U.S. citizens (if the U.S. citizen is over 21 years of age).

"Immediate relatives" are the spouses, children, and parents of U.S. citizens. They may enter upon approval of a petition from the U.S. citizen without numerical limitation.

The national origins quota system, as the basis for selecting immigrants, will come to an end 30 June 1968, but in the intervening period, 1 December 1965 to 30 June 1968, the quotas which have been established for each country will continue to exist, but will be subject to the new preference system. However, at the end of each fiscal year during this period the numbers allocated to each country which are not used will be transferred to an immigration pool. Quota numbers in the pool will then be made available to preference immigrants who cannot obtain visas because the quota for their country is exhausted. Numbers from the pool will be allocated in accordance with the new preference system which is established by this legislation and without regard to the quota chargeability of the immigrant. Thus, the numbers from those countries with quotas largely unused will be re-allocated for use under the quota of countries where there are long waiting lists. The allocation of numbers from the pool and from the existing quotas shall not exceed a 170,000 limitation.

The new preference system is based upon family relationship and the contribution the prospective immigrant can make to the United States.

First Preference — 34,000 numbers or 20 percent: unmarried sons and daughters of U.S. citizens.

Second Preference — 34,000 numbers or 20 percent: spouses and unmarried sons and daughters of permanent resident aliens.

Third Preference — 17,000 numbers or 10 percent: members of the professions, scientists, and artists who will benefit the U.S.

Fourth Preference — 17,000 numbers or 10 percent: married sons and daughters of U.S. citizens. Spouses or the sons and daughters will be beneficiaries.

Fifth Preference — 40,800 numbers or 24 percent: brothers and sisters of U.S. citizens.

Sixth Preference — 17,000 numbers or 10 percent: skilled or unskilled persons who are able to fill labor shortages in U.S.

Seventh Preference — 10,200 numbers or 6 percent: refugees from national calamities or from persecution.

Only after all the above preferences have been satisfied will there be any visas for other intending immigrants, the nonpreference category.

Another amendment which will be of interest to employees is one which redefines and changes the procedures for eligible orphans. "A child under the age of fourteen who is an orphan because of the death or disappearance of, abandonment or desertion by, or separation or loss from, both parents, or for whom the sole surviving parent is incapable of providing the proper care which will be provided the child if admitted to the United States and who has in writing irrevocably released the child for emigration and adoption; who has been adopted abroad by a United States citizen and his spouse who personally saw and observed the child prior to or during the adoption proceedings; or who is coming to the United States for adoption by a United States citizen and spouse who have complied with the pre-adoption requirements, if any, of the child's proposed residence," may enter the United States as an immediate relative upon the approval of a petition by the U.S. citizen parent.

Another new amendment repeals the previous law requiring quota chargeability on the basis of racial ancestry (Asia-Pacific Triangle). Henceforth, "the place of birth will determine whether an Asian enters the United States without numerical limitation or to what country he would be chargeable under the per country limitation," which will be 20,000 after 30 June 1968.

The new law eliminates the terms, "quota" and "nonquota," and in place are the terms,

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"immediate relatives," and "special immigrants." "Immediate relatives" is defined above. "Special immigrants" include all of the natives of the independent countries of the Western Hemisphere and the adjacent islands. There are no present numerical limitations on special immigrants, but a Select Commission on Western Hemisphere Immigration will study the problems involved and report to Congress on 15 January 1968. Unless Congress passes legislation to the contrary, a limit of 120,000 immigrants per year from the Western Hemisphere will go into effect on 1 July 1968.

### TAXES!

Employees assigned abroad are reminded that they may continue to be liable for State income taxes. The District of Columbia, Maryland, and Virginia have very similar income tax laws. The following opinion of the Attorney General of Maryland should be taken as a guideline by residents of Virginia and the District of Columbia as well.

*"Federal Employees Residing Outside United States, but Domiciled in Maryland, Remain Subject to Tax (Md.)."*

"Civil service employees of the Federal Government, living in Maryland for any substantial period of time, are considered to be domiciled in Maryland for income tax purposes, unless substantial evidence to the contrary is presented. When such employees are transferred overseas on Government business, and expect to be transferred to other assignments, whether in the United States or in another country, they cannot be considered to intend to make such foreign country their domiciles, unless they can supply substantial evidence to prove such intention. In the absence of such change of domicile so evidenced, their incomes remain subject to Maryland tax. Opinion of the Attorney General, April 27, 1965."

Organization employees are expected to satisfy their Federal and State income tax obligations.

### TRANSPORTATION OF POV OF FOREIGN MANUFACTURE

The following is a summary of the current policies of the Departments of Defense and State regarding the transportation of privately owned, foreign-manufactured or -assembled vehicles at Government expense.

Department of State policy is published in the Foreign Affairs Manual, volume 6, paragraph 165.8, entitled *Restriction on Foreign Vehicles*. Pertinent portions of this policy are quoted below and include the latest revision dated 18 November 1965.

"A foreign-made motor vehicle owned by an employee or a member of his family may be transported at Government expense only when:

a. The shipment is in connection with the assignment of a newly appointed employee who had purchased the foreign-made motor vehicle not less than three months prior to the effective date of his appointment or prior to November 1, 1965; or

b. The employee or a member of his family had effected a firm contract for the purchase of a foreign-made motor vehicle prior to November 1, 1965 and shipment of such vehicle had been authorized under regulations then in effect; or

c. The vehicle in question had been previously shipped at Government expense under regulations in effect prior to November 1, 1965; or

d. The shipment is in connection with a transfer to a post where U.S. manufactured motor vehicles are not permitted by law, and waivers to such laws cannot be obtained by the post; or

e. The foreign-made motor vehicle was originally purchased by a U.S. Government employee prior to March 1, 1961 or previously shipped at Government expense and subsequently sold overseas to another U.S. Government employee; or

f. The vehicle in question was acquired and used by the employee prior to Novem-

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ber 1, 1965 at one of the posts listed in 6 FAH 164; or

g. If a foreign-made vehicle is authorized to be shipped under one of the exceptions noted above, subsequent shipments of that vehicle are also authorized.

The restriction on the shipment of foreign-made vehicles does not apply to evacuation under disturbed conditions.

Right-hand drive vehicles that are manufactured in the United States but assembled abroad, for the purpose of this regulation, shall not be considered 'foreign-made vehicles' when purchased for use in a country where right-hand drive vehicles are required or in general use."

Exceptions to the above policy may be approved on an individual post basis by the Department of State. One exception was granted in Department of State Airgram, A-55 dated 25 October 1965. This exception reads as follows:

"Small vehicles of French, German or Japanese manufacture are authorized to be shipped to Vietnam at Government expense for reasons of personal safety of employees."

Department of the Army policy is published in Army Regulation 55-71, Change 3, Chapter 16, Paragraph 7, entitled *Prohibition on Shipment of Foreign-Made Vehicles* and dated 27 August 1965. Pertinent portions are quoted below:

"a. Foreign-made vehicles purchased overseas or to be delivered overseas on or after 7 March 1961 are prohibited transportation at Government expense. Such vehicles will likewise not be accepted for shipment on Government vessels at the individual's expense. This applies to all Department of Defense personnel (military and civilian) and their dependents. The prohibition against Government expense transportation is not applicable to vehicles purchased in Alaska, Hawaii, Puerto Rico, Virgin Islands, Guam, Midway, Wake Islands, American Samoa, or the Canal Zone by personnel regularly stationed there.

b. The prohibition on shipment of foreign-made vehicles outlined in a. above does not apply to the following:

(1) Foreign-made vehicles owned or on order on 6 March 1961. Written evidence from a commercial motor sales company showing that vehicle was on order prior to 7 March 1961 is adequate proof of ownership. Owners are responsible for providing documentation required to support request for shipment.

(2) Shipment from overseas areas where adequate facilities do not exist for the maintenance and repair of motor vehicles produced and assembled in the United States.

(3) A used car purchased by a member of the Department of Defense from another member of the Department after 6 March 1961, provided all of the following conditions are established by documentary evidence, such as bills of sale, titles, and/or registration certificates:

(a) Ownership on 6 March 1961 by personnel eligible for shipment of the vehicle at Government expense, and

(b) Unbroken chain of ownership since 6 March 1961 by U.S. Department of Defense personnel otherwise eligible for shipment of a vehicle at Government expense. Foreign-made vehicles located overseas which have been owned at any time since 6 March 1961, by U.S. Department of Defense personnel ineligible to transport them at Government expense, by dealers, or by foreign nationals are not authorized shipment under this regulation.

(4) Foreign-made used vehicles originally purchased in or for delivery to the United States and purchased by a member of the Department of Defense from another member of the Department after 6 March 1961.

(5) Foreign-made vehicles purchased overseas after 6 March 1961 and returned to the United States at personal expense may be subsequently shipped overseas and

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returned to the United States at Government expense, if owner is otherwise eligible for shipment under the provisions of this regulation.

(6) Foreign-made vehicles of deceased and missing personnel otherwise authorized shipment under the provisions of paragraph 16-5c and 16-6b.

c. Motor vehicles assembled in a foreign country of parts manufactured in the United States, sold by local dealers in the foreign country, are considered foreign-made vehicles and are prohibited shipment under b(3)(a) above.

d. New U.S. manufactured and assembled vehicles sold through U.S. factory franchised foreign dealers are not prohibited from shipment at Government expense by personnel otherwise eligible under appropriate provisions of this regulation for shipment of a privately owned automotive vehicle at Government expense."

Department of Air Force policy is basically the same as that of Army and is contained in the Air Force Manual, 75-4C, chapter 8, paragraph 5802 dated 15 November 1963.

## MANAGEMENT INFORMATION REQUIREMENTS

This Organization has been experimenting in the field of automatic data processing applications for some years, beginning with the installation of an Intellofax system for use in library document retrieval. By 1959 there were 14 punch card and two computer units scattered around among several organizational components in support of particular functional data processing activities. One of these punch card units was located in the Office of the Comptroller where it was used in payroll processing and in support of our

financial accounting activities. Property accounts were kept on punched cards and we used this method to keep a variety of personnel records and produce statistical reports.

By 1958 it was becoming apparent that our data processing requirements and our need for the rapid production of sophisticated management information could no longer adequately be served by the punched card equipment then available and our search for better ways to do things led to the installation of an RCA 501 computer. At that time we decided to convert directly from the existing punched card systems to computer applications with the idea that as soon as the conversion was completed we would go back and do a total study of our management data processing system with the objective of designing a new system oriented around the computer and intended to take maximum advantage of the total capability of electronic speed and versatility. Although it was never possible to accomplish the intended direct one-for-one conversion from punched cards to the computer because demands for new and different information and constantly changing requirements prevented it, we did succeed in getting the personnel and payroll records converted as well as the property and financial accounting systems. These have been running for several years now, essentially as computer-driven, punched card applications. Meanwhile, a great many other data processing applications have been developed. Language and training records are maintained by computer and we have programs for scoring tests and reporting results. A personnel qualifications file is being developed and it is expected that we will be able to use the computer to identify employees for positions requiring highly specialized qualifications sometime reasonably soon. These represent only a small sampling of the total number of computer programs now operating and a great many more are being planned.

Nearly all of the present and planned computer systems have been developed completely independent of each other and exist as small

pockets of automation without any planned integration or direct machine language inter-relationship. We did an inventory of our management interests in automatic data processing applications last summer and concluded that rather than try to pull together and lace up all of the then existing and planned systems into what probably would have been an inefficient and expensive patchwork of poorly communicating computer programs, the long-term interests of the Organization would be far better served by going back to follow through with the original program plan and undertake Phase II of that plan—a total system study. To get on with this task, a Support System Group was formed under the direction of an individual member of the staff of the highest support command in the Organization and with members detailed from each of the interested support components. This group was given a license to proceed with the development of a more effective information and data processing system involving the maximum feasible use of automatic data processing techniques to service all levels of management in the Organization which come within the scope of the support activities.

Total systems can mean anything from "integrated data processing" to the ultimate automated management information system. The problem with the term is not only its lack of precise meaning but also the implications it has for most systems people. The term implies to them that there is a single information system for an organization and that this information system should be considered in total. If the total systems concept assumes a single information system for an organization, there are at least two objections to it. First, the entire information system is just too large and all-encompassing to be a meaningful and useful classification. Second, the development of an information system requires such different kinds of skills that the term has little use in helping management approach the problem of organizing for the development of effective management information systems.

The magnitude of the problem of totality in the management information systems of the support structure of the Organization was the first problem to be dealt with. In order to reduce this to some reasonably manageable proportion, we first broke the totality of the support information system into two parts: (1) human resources, involving the Offices of Finance, Medical Services, Personnel, Training and others having to do primarily with Organization personnel; and (2) materiel resources, involving primarily the Offices of Finance and Logistics with secondary interests in some of the technical components having primary responsibility for specialized equipment and services. We soon learned that there is a third part to this totality having to do with financial accounting and budget projection in areas of management interest not totally encompassed by manpower and property management. Within the Support System Group, therefore, we organized three teams to conduct system studies within the separable totalities of human, materiel, and financial resources. The human resources team was organized first and has been working since about 1 January 1965. The materiel resources team was organized next and has been working since early in May and the financial resources team has been working since November.

The total process of this kind of study includes at least five major parts: analysis of the present systems; evaluation of the requirements of a new system and the availability of information to satisfy them; the structuring of a new data processing and management information system with the design of computer systems to serve those parts of the total system which can most effectively and profitably use electronic data processing techniques; programming the computer applications; and implementing the total new manual-computer system. At the present time we are in the analysis phase and our target for completion of the implementation of all three systems is late 1967 or early 1968.



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## Would you believe . . . ?

The Credit Union has announced a 4.8 percent dividend.

\* \* \*

Many employees have provided hospitalization insurance protection for parents or parents-in-law through the Organization's plan. This coverage should be retained until 1 July 1966 when Medicare's benefits begin. The Organization is now studying the relationship between the benefits under its plan and Medicare and will issue an announcement on this in the near future.

\* \* \*

The average age of our employees is 36.1; three years ago it was 35.5; and five years ago it was 35.7.

\* \* \*

The percent breakout of males and females in the Organization is 67.5 percent males to 32.5 percent females; three years ago it was 64.9 percent males to 35.1 percent females.

\* \* \*

Twenty-five and two-tenths percent of Organization personnel have 15 years or more of Organization experience.

\* \* \*

Approximately one out of four employees were buying Savings Bonds through payroll deductions in 1965.

\* \* \*

The latest census reported that thirty million households in our country had one private automobile; 10,000,000 had two cars; and 1,300,000 had three or more cars. We have far more motor vehicles than the entire rest of the world. For instance, in metropolitan Los Angeles there are more than in Greece, Ireland, Holland, Norway, Poland, and Denmark combined.

\* \* \*

The three wealthiest groups in our country in 1963 according to the census were in

finance, insurance, and real estate (\$8,222); professional and related services (\$7,635); and—surprisingly—public administration (\$7,709). The Government worker earns more than non-Government wage and salary workers or self-employed workers.

\* \* \*

During FY 1965, seventy-nine Honor or Merit Awards were bestowed on Organization employees.

## THE IMPORTANCE OF MAKING A WILL

The importance of making a will can perhaps best be appreciated from the sad experiences of those who do not leave wills. These people, sometimes called "unwilling testators," in effect, do leave wills which read:

Let my wife have the smaller part of my estate and my children the larger, including the household furnishings and family car. My wife knows nothing about my estate or how to settle it, and I want to make it as hard as I can for her, so I insist she prostrate herself before the probate court before selling the house or trying to carry on my business. The same goes for her handling the children's share under guardianship which I want turned over to them at 21 even though I know it doesn't make sense. I direct my wife be bonded as both administratrix and guardian and that she be required to satisfy the bonding company and the court on every payment she makes. I insist that more inheritance and estate taxes than needed be paid the Government and that my estate be administered at the highest cost to all concerned, it being my express intention to leave my affairs in a chaotic state.

Lest it be forgotten, my regard for the State legislature is such that I grant it the right prior to my death to change this will in any way it may see fit.



# INSURANCE

## REMINDER: CHECK YOUR INSURANCE

Over the years the Office of Personnel has made tremendous progress in expanding Organization insurance programs. These insurance programs have been designed to ensure the fullest protection of our personnel and their dependents.

Whether or not our personnel participate in these programs is, of course, a choice to be made by each employee. To make that choice, employees must consider the facts.

Recently, we have had some cases of dependents of deceased or seriously injured employees who have suffered financially because their sponsor failed to take advantage of our insurance programs.

While it may have been a conscious decision on the part of the employees not to choose Organization insurance or some other form of protection, it may also have been due to the fact that they either thought "it can't happen to me" or had failed to properly evaluate their financial position.

To those who may feel that "it can't happen to me," we would ask you to consider what it would mean to your families if it did happen to you. Then consider the costs of insurance

programs or other forms of protection. Then decide. All we ask is that you think about it.

To those who may feel that "it can happen to me," we would ask you to check your protection program. Have you properly evaluated your financial position? Has your financial position or family outgrown your protection program?

Regardless of whether you feel "it can't happen to me" or "it can happen to me," check with your support officer to find out the Organization's health, accident, and other insurance programs. Your support officers will attempt to provide guidance on "survivor problems" and in the selection of means most appropriate to the solution of these problems.

Our insurance advisers believe that, as a minimum, you should be encouraged to opt for full hospitalization coverage for yourselves and your dependents, for life insurance—to the extent that you need and can afford it—in addition to FEGLI, and in those cases where you travel frequently or by other than commercial carriers, the new Flight Accident Policy. Finally you may want to consider the Income Replacement insurance protection which, in many situations, has proved of great benefit to employees who have been incapacitated for an extended period of time.

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## **THE CONGRESSIONAL FELLOWS PROGRAM**

Half of the 370 appointments made by President Johnson in the Executive branch up to mid-September were from among career Government employees.

"This will continue to be the trend for the future," the President said. "Where talent and imagination and experience exist in this Government, we are going to seek it out."

The President made these remarks at a recent White House ceremony honoring 25 Congressional Fellows, all Federal employees from 13 departments and agencies, who had completed one of the four annual training periods for Federal employees under the Congressional Fellows Program.

The program, sponsored jointly by the American Political Science Association and the U.S. Civil Service Commission, includes a six-week orientation starting in mid-November, followed by four months' service in an activity of the Senate and four months in the House of Representatives.

The Fellows are selected each fall by a committee made up of representatives of the American Political Science Association, the Civil Service Commission, and the legislative branch.

In his remarks, the President called for greater understanding by Federal career executives of the job Congress has to do and assistance in helping Congress to do that job.

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Approved For Release 2002/09/03 : CIA-RDP78-04724A000700050001-3

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